



Digital platform for circular economy in cross-sectorial sustainable value networks



This project has received funding from the European Union's Horizon 2020
research and innovation programme under grant agreement No. 873111

Open call type “B”: Pilots in new sectors using the DigiPrime digital platform, services, and basic data transfer functionalities

Annex 2: Guidelines for applicants

Version 3.1

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2.1. Background information on DigiPrime project

DigiPrime is an H2020 project (IA) financed under the call DT-ICT-07-2018-2019, aiming at the development of a new concept of Circular Economy digital platform overcoming current information asymmetry among value-chain stakeholders, to unlock new circular business models based on the data-enhanced recovery and re-use of functions and materials from high value-added post-use products with a cross-sectorial approach. The project is creating and operate a federated model of digital platforms for cross-sector business in the Circular Economy. Nodes of the federation will offer interoperable functions and data, that can be accessed by other nodes, combined with local data and services, that are not exposed outside; connectors and open interfaces enable easy integration of new services, provided by third parties, that are not made accessible outside. Specific attention is devoted to creating trustable data sharing mechanisms, preserving the confidentiality of business-critical data.

The DigiPrime services cover:

- i) the cross-sector value-Chains dimension (De- and remanufacturing oriented product information management, product co-creation, LCA-LCC for eco-design, demand-supply matching, sustainable value network and reverse logistics barriers identification and legislation support, etc.),
- ii) the operational dimension (prediction of product conditions, de-and remanufacturing decision support system, demand and supply forecasting, circular production planning and control, material testing and certification, etc).

DigiPrime, will be validated through 6 cross-sectorial pilots, further detailed in 20 use-cases covering 5 different European industrial sectors (automotive, renewable energy, electronics, textile, construction), and by additional pilots in new sectors, funded through an Open Call mechanism.

2.2. DigiPrime Approach

The DigiPrime approach to the open calls is synthesized by the following key performance indicators:

- New sectors not covered by the 6 project Pilots.
- New value chains inside the sectors already existing in the DigiPrime platform.

The technical annex (Annex9) provides the description of the existing pilots and the indications on the existing services to be tested by the new pilots

2.3. General Information

2.3.1 Means of submission.

Proposals can be submitted only through the specific page of the DigiPrime website www.digiprime.eu/opencalls. Annex 3 shows a “*fac-simile*” of the form to be filled-in online.

2.3.2 Language

English is the official language for DigiPrime open calls. Submissions done in any other language will not be evaluated. English is also the only official language during the whole execution of all the DigiPrime awarded sub-projects; deliverables must be submitted in English to be considered eligible.

2.3.3. Documents format

Any document requested in any of the phases must be submitted electronically in **PDF format** without restrictions for printing.

2.3.4 Origin of the funds

Any selected proposer will sign a dedicated Sub-Grantee Funding Agreement with the members of the DigiPrime consortium. The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project DigiPrime, and are, therefore, funds owned by the European Commission, whose management has been led to the project partners via the European Commission Grant Agreement Number 873111. *As it can be seen in the Sub-Grant Agreement template (Annex 5), this relation between the sub-grantees and the European Commission through the DigiPrime project carries a set of obligations to the sub-grantees with the European Commission. The sub-grantees must accomplish such obligations.*

2.3.5 Eligibility criteria

The open call is addressed and limited to SMEs, as defined in the EU law: (EC recommendation 2003/361/EC as published in the Official Journal of the European Union L 124, p. 36 of 20 May 2003)¹, also in form of small consortia of SMEs. All organizations (SMEs) eligible for Horizon 2020 will be eligible to submit proposals for the open calls, except for the consortium's partners and other parties that may have conflicts of interest.

Other entities not eligible for funding under Horizon 2020 can also apply as consortium partners but they must bear their project costs. Sub-contracting is admitted

In line with the good practices for organizing open calls under the FSTP scheme and in order to avoid the same companies accumulating FSTP support, a 100,000 EUR limit to any third party is considered as a maximum threshold in the total of the open calls

2.4 Proposal submission

Applicants are requested to apply online via the DigiPrime website. There will be a first part to be filled-in online following the instructions in annex 3 and two documents to be uploaded in pdf format:

- Proposal supplement: Annex 4 filled in with the technical part of the proposal.
- SME Declaration: Scan copy of Annex 6 duly filled-in and signed by each SME involved in the proposal: the original will be requested in case of retention for funding.

Proposal can be submitted up to 5,00 p.m (CET time) of the indicated deadline. **It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any**

reason, including network communications delays, will not be considered as a justification. The time of receipt of the message as recorded by the submission system will be definitive.

All questions related to the application and proposal preparation must be submitted through the specific section of the DigiPrime website, in order to ensure transparency and equal treatment between applicants.

2.5 Selection process

2.5.1 Proposal reception

The application reception for call B will close at 17:00 CET on 10 January 2023

An eligibility check will be conducted by the DigiPrime Consortium according to the criteria described in the previous section 2.4, then a full list of proposals will be drafted with some basic information and shared with the European Commission for both statistical and transparency purposes.

2.5.2 Evaluation

Three external evaluators will be appointed for the evaluation of each proposal. Each evaluator can be assigned with up to five (5) proposals although efforts will be made to reduce and balance the workload. The collected proposals will be assigned to evaluators within 1 week from the submission deadline. The individual proposal evaluations will be completed within 2 weeks after the assignment. *Within this period the evaluators are not allowed to meet remotely and consult each other without explicit authorization from the DigiPrime Consortium.*

The individual evaluation will be conducted according to the following criteria:

- *The Innovation of the application (i.e. in terms of its Scientific and Technological Excellence) to be implemented/integrated in the DigiPrime platform.*
- *Impact on the DigiPrime ecosystem and contribution to meeting DigiPrime's goals and objectives, in line with the following KPIs:*
 - New sectors not already covered by the DigiPrime Pilots.
 - New value chains inside the sectors already existing in the DigiPrime platform.
- *The ability of the applicants to implement the proposed sub-projects, based on the implementation plan, assigned team, company profile, and previous experience.*

Afterwards the evaluation results will be cross-examined by all the evaluators who will finally establish a final ranking list, divided in two sections:

- i) **Shortlist**, with the best-ranked proposals whose budget covers the total available budget.
- ii) **Reserve list**, with the proposals with a score lower than the last proposal in the shortlist.

2.6 Sub-project assignment

After the conclusion of evaluation, the proposals in the short list will be invited to provide documents for the administrative and financial checking, as well as to provide eventual clarifications requested by the evaluators.

The following documents must be provided (*digital signatures with a valid digital certificate are accepted*):

- SMEs declaration: the original Annex 6 signed and stamped already submitted in the submission phase; If applicant declares being non-autonomous, the balance sheet and profit and loss account for the last period for upstream and downstream organizations should also be provided.
- Legal existence: Company Register or other official documents per country showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
- Bank account information: Annex 8 duly filled-in and signed.
- Sub-grant Agreement: Annex 5 duly filled-in and signed.

The above documents must be provided within two weeks from the communication received by the applicant; otherwise, the proposal is rejected and the next proposal in the reserve list is invited.

The starting date of the sub grant agreement is the day after the signature of the Sub-grant agreement by the DigiPrime Coordinator

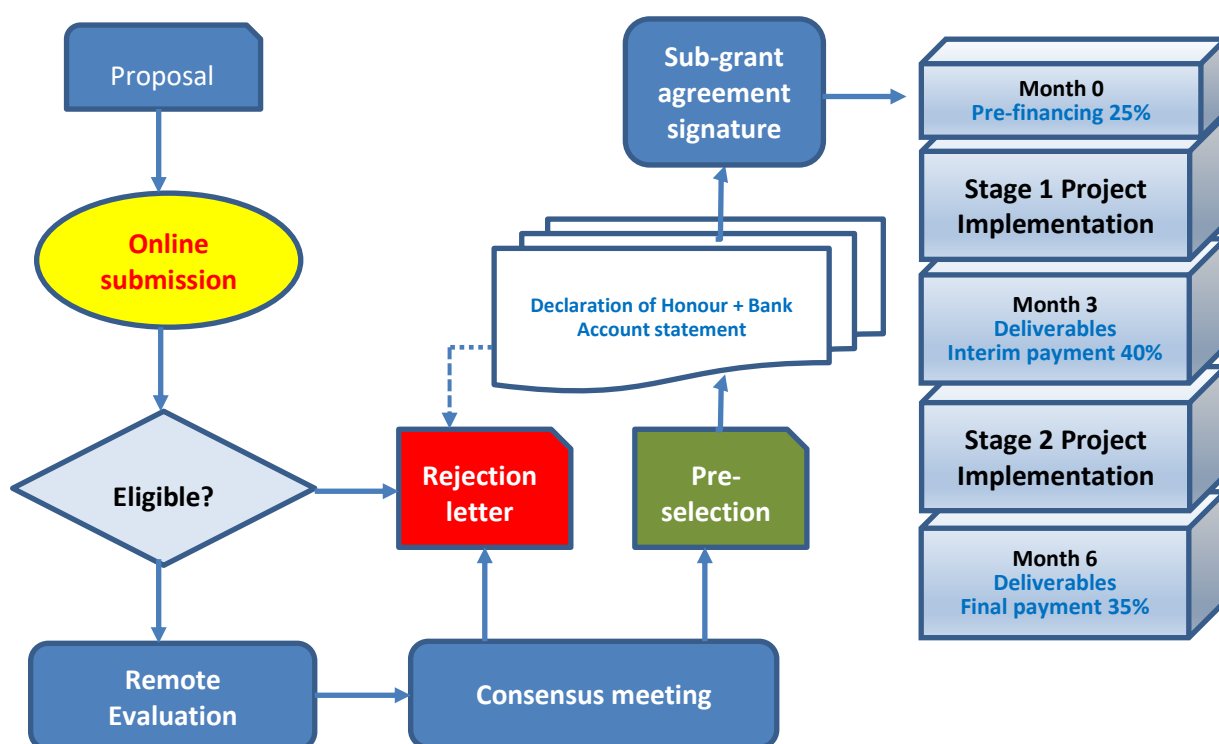


Figure1: Summary of the project evaluation, implementation, and payment

2.7.1 Sub-project execution

2.7.1. Mentors

Each sub-project will be assigned to at least one Mentor previously selected among the DigiPrime members. The Mentor will communicate with the sub-project on a regular basis to overview its progress and giving advice.

2.7.2. Sub-project duration and reviews

Each sub-project will have a duration of 6 (six) months and go through 2 online reviews, an interim review at month 3 and a final review at month 6.

The sub-project coordinator should deliver at least one (1) week in advance all relevant deliverables, so that the Mentor will be able to read it. During the review, the sub-project members should present their work, answer questions, and clearly demonstrate their actual progresses.

2.7.3. Payments

Payments are scheduled in the following way:

- 25% of the total financial support as pre-financing, upon selection, approval of the proposal and following the signature of the Sub-grant Agreement.
- 40% of the total financial support upon interim validation of results and deliverables by the DigiPrime “Mentors” that will be selected among the DigiPrime members.
- 35% of the total financial support at the end of the sub-project, upon validation of results and deliverables by the DigiPrime “Mentors”.

Details on the payment process are given in Annex 5 - Sub-grant Agreement template.